



Facility Security Plan

Development Guide

Developing a Facility Security Plan



An owner or operator of a facility subject to the requirements found in 33 CFR Part 105 is required to develop and submit a Facility Security Plan (FSP) to the cognizant Coast Guard Captain of the Port (COTP) for review and approval on or before **December 31, 2003**. A facility owner or operator not submitting a FSP by this date may be subject to substantial civil penalties.

All submitted security plans will be initially reviewed by a contractor at the National FSP Review Center. Final FSP review and approval will be made by the cognizant COTP.

Your facility must be operating in compliance with 33 CFR Part 105, including the implementation of the security measures listed in an approved FSP by **July 1, 2004**.

During plan development, a facility owner or operator must ensure that the FSP consists of the following individual sections:

Section	Topic
1	Security administration and organization of the facility
2	Personnel training
3	Drills and exercises
4	Records and documentation
5	Response to change in MARSEC Level
6	Procedures for interfacing with vessels
7	Declaration of Security (DoS)
8	Communications
9	Security systems and equipment maintenance
10	Security measures for access control, including designated public access areas
11	Security measures for restricted areas
12	Security measures for handling cargo
13	Security measures for delivery of vessel stores and bunkers
14	Security measures for monitoring
15	Security incident procedures
16	Audits and security plan amendments
17	Facility Security Assessment (FSA) report
18	Facility Vulnerability and Security Measures Summary (Form CG-6025) in appendix A to 33 CFR Part 105 – Facility Vulnerability and Security Measures Summary (CG-6025)



What Tools Can I Use To Develop My Plan?

Facility owners or operators must use the following references when developing a FSP:

- **33 Code of Federal Regulations (CFR) Part 105**
- **Navigation and Vessel Inspection Circular (NVIC) 03-03 (to be published approx 12/15/03)**
- **Maritime Security (MARSEC) Directives**

33 CFR Part 105

Subpart D – Federal regulations for FSPs. These regulations include:

- FSP general information
- Format and content information
- Plan submission and approval information
- Amendment and audit information
- Facility Vulnerability and Security Measures Summary (Form CG-6025)



NVIC 03-03 (to be published ~12/15/03)

NVIC 03-03 provides the Maritime Transportation Security Act (MTSA) implementation guidance for facilities.

Enclosure (3) and (4) to the NVIC contain FSP review forms. These forms are being used by the National FSP Review Center during the initial plan review process.

Facility owners or operators should use these forms as guidance during plan development. They focus on plan format and content, and are specifically designed to address all required sections of a FSP.

NVIC 03-03 can be obtained by electronic means on the World Wide Web at:

<http://www.uscg.mil/hq/g-m/mp/mtsa.shtml>



MARSEC Directives

MARSEC Level 1
MARSEC Level 2
MARSEC Level 3

The Coast Guard, in accordance with the Homeland Security Alert System condition (blue, green, yellow, orange or red), sets Maritime Security (MARSEC) levels (one, two or three). Coincident with the MARSEC level, the Coast Guard may issue MARSEC Directives to provide additional mandatory security requirements and/or detail to existing security requirements. Facility owners or operators must comply with these additional requirements.

The Coast Guard has issued several standing MARSEC Directives for facilities that describe detailed security measures required for each MARSEC level. Should the Coast Guard determine that additional security measures are necessary to respond to a threat assessment or a specific threat, it may issue additional MARSEC Directives that supplement or alter the standing directives. Depending upon the nature of the threat, MARSEC Directives may apply to all facilities subject to MTSA or be focused to a specific port or type of facility.

All MARSEC Directives shall be marked Sensitive Security Information (SSI) in accordance with 49 CFR Part 1520. "Covered Persons" may receive SSI. A Covered Person includes every owner or operator of a maritime facility required to have a security plan under MTSA.



When a MARSEC Directive is issued, the Coast Guard will immediately publish a notice in the Federal Register. Affected facility owners and operators will need to contact their local Captain of the Port (COTP) or cognizant District Commander to acquire a copy of the MARSEC Directive.

Facility owners and operators, to which a MARSEC Directive applies, must comply with the relevant instructions contained in the Directive and report to the cognizant COTP the methods by which the MARSEC Directive have been implemented in their Facility Security Plan.

Coast Guard Help

Facility owners or operators can obtain further information concerning FSP development and submittal from the:

- **Coast Guard Maritime Security Helpdesk**
1-877-687-2243 or (202) 366-9991
E-mail: uscgregs@comdt.uscg.mil
Internet website:
<http://www.uscg.mil/hq/g-m/mp/mtsa.shtml>

Hours of Operation: 8:00 am-8:00 pm EST
- **National FSP Review Center**
1-866-FSP-USCG (1-866-377-8724)
e-mail: NFSPPRC@bv.com.